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TOWN OF NEW WINDSOR

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Council Work Session Minutes

December 20, 2021

Call to Order of Regular Work Session in person and via Zoom: Mayor Green at 7:00 p.m.

Present in person: Mayor Green, Councilmembers – Sharon Gribbin-Lindemon, Dave Hoffman, Kimberlee Schultz, William Holl, and Kevin Cornick. Also present, Town Manager Dye, (via ZOOM) Town Attorney Ostrander, and Town Clerk Alban. There were 4 ZOOM attendees.

Approval of October 27th and November 9, 2021 Special Work Session Meeting Minutes: A Motion by Councilmember Cornick to approve, 2nd by Councilmember Holl and approved by a vote of 5-0.

AGENDA ITEMS:

1. **Town Hall Virtual Meetings & Audio Solutions:** Richard Turner of Carroll Media Center (CMC) was present to discuss options that the Town has to maximize better meeting quality through virtual technology. Mr. Turner passed out separate ways the meeting room might be configured to allow the Town to have their own equipment in place for broadcasting future meetings. CMC could have Central Maryland AV and Maryland IT put together costs for that to happen. Town Clerk will check to see if the 2nd tranche of ARPA money might be used to cover the cost. It was also mentioned that Circuit Rider Mike Reynolds could check for grants. More information to follow at another meeting.
2. **Code Violations & Issuance of Fines:** Town Attorney Ostrander and Town Manager Dye met with Code Enforcement Officer Freeland to discuss this topic. Town Attorney Ostrander is drafting a letter for Code Enforcement Officer Freeland to use for issuing citations.

Town Manager Notes:

- Town Manager Dye will be starting on the FY23 Budget. Mayor and Town Council can refer to the Budget review schedule in the Mayor & Council only documents folder.
- The current Water/Sewer adopted rate schedule is good through FY23, which ends June 30, 2023. Town Manager has reached out to Vikki Prettyman of SERCAP whose organization offers a free rate study service. Town Manager Dye believes it would be in the best interest of the Town to have the water and sewer rate study done prior to the end of the current adopted rates. More information to follow.

Upcoming meetings: January 5, 2022 – Town Council
January 18, 2022 – Work Session (this is a Tuesday since the 17th is a holiday)

A Motion at 7:54 p.m. to adjourn by Councilmember Schultz, 2nd by Councilmember Cornick and approved by a vote of 5-0.

Respectfully submitted, Donna Alban, Clerk-Treasurer